

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	La Trobe University
Placement Title	Health, Wellbeing and Inclusion Division Placement
Placement Location	Hybrid
Address (if onsite)	La Trobe University (Campus Independent)
Primary Supervisor Name	Beth Radulski
Position Title	Neurodiversity Inclusion Manager
Host Organisation Website	https://www.latrobe.edu.au/students/support/wellbeing/resource-hub/Neurodiversity

Host Organisation Background:

The Neurodiversity Project is situated within the Strategy, Prevention, and Education team, under the Health, Wellbeing, and Inclusion Division. The Health, Wellbeing and Inclusion Division provides a range of strategic, service and program outcomes to the University across specialist counselling, inclusion, student behavioural support and wellbeing functions. This Division delivers high quality, consistent and equitable services to manage inclusion and reasonable adjustment and address the emotional, psychological, and physical wellbeing needs of university students and staff.

The La Trobe Neurodiversity Project collaborates with the HWI Division to advise on best practice recommendations to support the needs of Neurodiverse staff and student cohorts (i.e. those who identify as Autistic, ADHD, Dyslexic, etc.). Key activities include: strategic planning in the Neurodiversity sphere, developing student-facing support programs and services for Neurominority cohorts; working towards cultural change and strengths-based inclusion for Neurodiversity at La Trobe; policy and strategy review and implementation; and creating resources aimed at educating staff and students on Neurodiversity friendly practices.

The HWI Division and Neurodiversity Project are working with the Office of the Provost and Industry Placements Minor to facilitate placement opportunities for students within the university. Placements may take place on various teams throughout The Health and Wellbeing Division with an interest in improving accessibility and inclusion.

The Health and Wellbeing and Inclusion Division are offering 5-6 placements for students as part of this position description.

Placement Details

Placement Semester/Term	You may choose one Term to complete your placement in: Term 4: 29 July – 6 September Term 5: 16 September – 25 October Term 6: 4 November – 13 December
Days/hours per week	Negotiable as per your scheduling needs
Hours (total)	100 hours
Placement Type	Unpaid placement A selection of bursaries may be available via a needs and/or merit based application process – you will be asked to provide information as part of the shortlisting process below.

The host and successful student will have an opportunity to negotiate placement start and end dates, as well as days of the week that align to the Term or Semester dates that the student is enrolled in prior to commencing the placement.

Desired Course Discipline/Background

Preferred degree/areas of study:

- Any degree - see examples below

Key Duties and Responsibilities

The overall aim of the placement is as follows: Research shows that Neurominority students and employees often experience discrimination in educational and workplace settings, and corresponding difficulties with achieving good outcomes in these areas (i.e. graduating from university, finding employment, etc.). The La Trobe Neurodiversity Project aims to improve educational and professional outcomes for these cohorts at La Trobe through creating cultural, policy, and structural change at the university to make it more inclusive.

This placement is customizable depending on your discipline (i.e. your course/major) and your future career goals. Here are some examples of key activities you could be involved in depending on your goals:

(1) Participate in community consultation and engagement to shape the LTU Neurodiversity Project by:

- Working with the Neurodiversity Project Team to help set and achieve project goals
- Sitting on the Neurodiversity Working Group and/or Disability Working Group
- Collaborating with our university's teams to suggest ways to improve Neurodiversity accessibility

(2) Learn how to advocate for neurodiversity inclusion in universities and workplaces by:

- Requesting or providing reasonable adjustments for Disability at school or work
- Understanding and/or reviewing Disability policy and law
- Creating cultural change to improve allyship on behalf of other employees/peers

(3) Gain general workplace skills necessary to find employment after graduation by:

- Managing an e-mail inbox by responding to e-mails from your supervisor and other staff
- Planning events (i.e. helping to organise Neurodiversity study groups, online events, etc.)
- Using MS Teams and Zoom create meetings, invite colleagues, and conduct business
- Developing general administrative skills (i.e. taking meeting minutes, proof reading, etc.)

You do not already need to have all the skills listed here to be eligible to apply. This is an opportunity for you to develop these skills, and/or deepen your knowledge in these areas, so that you can list these experiences on your CV when you graduate and enter the workforce.

We encourage you to co-design a placement plan with the placement supervisor that helps you reach your career goals, and positively contributes to your education in your chosen field. Please note that the key duties and responsibilities of this position will change depending on your own learning preferences. Here are some examples of the types of placements we can offer.

We hope to provide a customizable experience to support your career goals, but please note that all placements must carry a focus on contributing to the accessibility, Neurodiversity, and/or Disability spheres at La Trobe.

Please note: a placement only includes the scale/volume of responsibilities in 1 (not all) of the below:

Example 1 – Business, Law, Legal Studies, or social Sciences Student

Key duties:

- Assist with implementing La Trobe's new Universal Design and Inclusion Action Plan (UDIAP)
- Learn how to navigate policy-based projects in a business setting

- Advocate for positive change within the institution as part of the UDIAP's implementation
- Review online services, webpages, and resources to provide an accessibility review, potentially with the scope to develop new resources (i.e. toolkits, etc.).

Example 2 – Student interested in Social Justice (i.e. Sociology, Gender Studies, Disability Studies, etc.)

Key duties:

- Development of effective advocacy/activist skills in the Neurodiversity sphere
- Assist with running the Neurodiversity Networks, and planning events in this space
- Make recommendations for improvements to Neurodiversity support in key areas (i.e. counselling, the library, etc.).

Example 3 – Psychology student or Student interested in Disability support work

Key duties:

- Learning how to provide Neurodiversity affirming support
- Identifying areas the university can improve in its approach to Neurodiversity support
- Design and create a resource aimed at Disability support workers / counsellors at La Trobe that encourages a Neurodiversity friendly approach (i.e. 'how to respond to a disclosure', etc.)
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The above options are just examples, and the placement activities may vary based on a combination of available projects at the time of your placement, alongside your disciplinary background, career goals, lived experience, and accessibility support needs.

Selection Criteria

Essential

- a career goal that you feel would benefit from knowledge on Neurodiversity

Desired:

- Preferred disciplinary backgrounds include fields which have relevance to Neurodiversity, i.e.:
 - Social Sciences (sociology, anthropology, gender, sexuality & diversity studies, etc.)
 - Law and/or Legal Studies
 - Psychology
 - Business
 - Public and/or Allied Health fields
 - Disability Studies
 - Technology
 - Any field where you feel that Neurodiversity inclusion skillsets will be beneficial

Note: If you are applying to this position as a person identifying as a Neurominority, and your degree or discipline is not on this list, please contact the host supervisor Beth Radulski at Neurodiversity@latrobe.edu.au. You should include the name of your current course and majors/minors, and identify any corresponding professional/educational skills which can benefit this role alongside your lived experience. In addition, you may want to consider any extracurricular interests in neurodiversity that can benefit your role (i.e. activism, advocacy, volunteer, or research interests or career goals that relate to neurodiversity).

Please note: you **Do NOT** need to demonstrate prior CV experience in the below areas to be eligible for this role. We **strongly** encourage applicants who identify as a Neurominority/Neurodivergent (Autistic, ADHD, Dyslexic, or otherwise). We are very willing to work with you to ensure that your inclusion and accessibility needs are met, and at least one of your supervisors will have lived experience as a Neurominority/Neurodivergent professional. We can support you with the flexibility to work from home when required, manage sensory processing differences, and work with your strengths to customize the role to you.

Pre-Placement Compliance Checks & Requirements

- Police Check
- Working With Children Check (WWCC)

- Other (Please Specify)
 None

Work Based Learning (WBL) – Subject Information and Requirements

Subject Code	1 of the Professional Placement subjects, likely LTU2PP1 or LTU2PP2
Subject Information	
Subject Prerequisites	<ul style="list-style-type: none">• Completed 120 credit points of your degree• Have at least 1 elective space in your course plan

How to Apply

Application Deadline: 22 May 2024

Application Instructions:

Please ensure you complete all 4 steps

1. Ensure that your resume is up- to-date with all relevant experience*
2. Prepare a cover letter, explaining why you are interested in this placement opportunity and any specific career goals you may have about undertaking this placement specially relating to Neuro diversity*
3. Complete the [Industry Placement Application Form](#) for the purpose of confirming enrolment eligibility
4. Please complete the [Neurodiversity Placement opportunities -applicant shortlisting information](#) (11 compulsory questions in total: 9 short answer and 2 long answer)

Please note:

*you will need to update your resume and cover letter first as you may need to refer to them, and will need to submit them at Step 3.

**for help with your cover letter and resume, please see [Resumes and job applications, Careers and Opportunities, LTU](#)

Thank you for considering a Work Based Learning Placement!